## Financial Secretary

**Placement**

Slated by Nominating Committee

Elected by PTA Membership

**Roles up to**

Finance Vice President

**Commitments**

* Officer, Executive Board
* Member, Finance Team
* Member, Walk-A-Thon & Auction Committee
* Member, Fall Festival Committee

**Primary Responsibilities**

1. Receive all checks and cash, check amounts for accuracy and if requested, issue a numbered receipt
2. All monies are recorded in a spreadsheet; information shared and coordinated with the respective activity chair
3. Checks are stamped on back with bank stamp and listed individually on the deposit detail; a great number of checks is recorded on separate spreadsheets as part of a bulk (Membership, Band, etc.) which is referenced on the deposit detail
4. Company Matching Gift: Look up via internet the family/parent who donated and their designation of the funds
5. Prepare checks and cash for deposit at the bank: Sort checks by denomination; prepare adding machine tape of deposit – 100 checks on one tape. Prepare deposit slip for the bank
6. Complete a deposit slip with breakdown category for the treasurer
7. Record deposit onto spreadsheet:
   1. total deposited
   2. deposit date for each check received
8. Provide deposit receipt, deposit slip, copies of spreadsheets and check stubs to the treasurer. Leave in treasurer box for pickup
9. Serves as an officer on the Executive Board, therefore
   * Performs duties as may be prescribed in the bylaws and standing rules, or assigned by the association
   * Attends PTA sponsored workshops or trainings
   * Attends council, district, and state PTA meetings as appropriate
   * Safeguards the financial assets of the PTA by strictly adhering to PTA financial procedures as outlined in the bylaws and state and National PTA guidelines
   * Maintains a current procedure book with timeline and writes a comprehensive Year End Report to pass on to succeeding officer
   * Protects members’ privacy by utilizing member information for PTA work only
   * Should become knowledgeable of the contents of the following resources:
     + *California State PTA Toolkit*
     + Unit, council, district, and state PTA bylaws
     + *Insurance and Loss Prevention Guide*
     + California State PTA website: www.capta.org
10. Serves as a resource for the President by:
    * Updating the budget and providing the updated budget before every Board and Association meeting for review
    * Providing the Treasurer Report and Financial Secretary Report at every Board and Association meeting
11. As a member of the Fall Festival and Walk-A-Thon Committees, ensures that the deposits are being handled correctly and plans in advance with the team on logistics of said deposits

**Time Commitment**

* August (approximately 15 hours)
  + Check PTA lockbox at least every other day
  + PTA Membership forms and dues are collected
  + Direct Appeal Donations are collected
  + WAT Company match checks are coming August, September, October
  + Weekly banking recommended in August
  + Attend and help with presentation at the PTA leadership Training
* September (approximately 40 hours)
  + Check PTA lockbox at least every other day
  + PTA Membership forms and dues are collected
  + Direct Appeal Donations are collected
  + Programs: Tuition checks are collected and information shared with activity chair
    - Band
    - Strings
    - Fun Run
    - Mathpuzzler
  + Attend PTA meeting
  + Weekly banking recommended in September
* October (approximately 40 hours)
  + Check PTA lockbox at least twice a week
  + Some Direct Appeal Donations are collected, PTA Membership forms and dues, Band checks, Strings checks, and Mathpuzzler checks are still coming in
  + Direct Appeal-Company Match checks are coming in
  + Coordinate with Fall Festival Chair cash handling procedures during ticket pre-sales and ticket sales on the day of Fall Festival
  + Charger Wear orders and checks are collected and information shared with activity chair
  + Weekly banking recommended in October.
* November (approximately 6 hours)
  + Check PTA lockbox once a week
  + Direct Appeal-Company Match checks are coming in
  + Attend PTA meeting
  + Banking once a month
* December (approximately 6 hours)
  + Check PTA lockbox once a week
  + Direct Appeal-Company Match checks are coming in
  + Checks for Band T-shirts/Strings T-shirts might come in
  + Banking once a month

*Revised 1.24.17*